

WHAT ARE NONRECORDS?

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It is difficult to draw a clear distinction between records and nonrecord material. However, there are certain types of material that can usually be discarded as soon as they are read and should never reach a filing cabinet. Some examples are listed below:

- Transmittal letters and acknowledgments which do not add any information to the material transmitted.
- Requests for printed material after the requests have been filled.
- Informal notes, worksheets, email, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.
- Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.
- Miscellaneous notices of community affairs, employee meetings, or holidays.
- Stocks of publications or unused forms that are kept for supply purposes only.
- Tickler, follow-up, or suspense copies of correspondence.
- Library and reference material.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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